

Joint Administrative Committee (JAC):

CWA (Community Workforce Agreement) creates the JAC, this function is designed to help in the Labor/Management decision making and problem solving cycle traditionally found on large scale construction projects. In the City of Seattle JAC, a space for including Community stakeholders has been interjected and it is important to understand that despite not having a voting position, the inclusion of these stakeholders represents significant deviation from normal PLA (Project Labor Agreement) JAC practices.

The purpose of the JAC process is to discuss issues, impact and solutions related to the signed PLA. Specifically, the committee is tasked with addressing safety, targeted hiring, apprenticeship utilization, preferred entry, job progress and other relevant issues that will affect the project. Parties that are not signatory to the agreement are not on the committee but invited to be in the audience.

FAS is focused on ensuring that there is no disruption to the project delivery and that the JAC functions as it is intended to by maintaining its principal focus on jobsite issues. This means that the very real concerns which will be raised by other stakeholders must be given time and review without obstructing the job progress function of the committee. JAC make-up includes Owner and Labor representatives.

Structure: 3 SDOT Project Representatives and 3 Labor Representatives. In addition, a sub-committee structure will be established as a forum for non-signatory stakeholders (such as community representatives, minority sub-contractors, etc.) which also includes one SDOT Project representative and one Labor representative and representatives from stakeholder groups including community and WMBE associations.

JAC Expectations:

- SDOT Project Representative(s) needs to be involved so they can communicate any issues/solutions back to GC/CM
- The forum is designed to specifically address issues regarding Sea Wall in order to facilitate solutions proactively on Labor/Management issues.
- Development of JAC Committee
 - A formal letter inviting appropriate organizations to appoint their representatives will be sent: include the date, time, location, purpose, agenda, etc
 - Labor Equity Program (LEP) will provide a separate notice to non-signatory stakeholders including those who have participated in the past (e.g. community groups, contractors, etc), and post on appropriate website
 - LEP will facilitate separate briefings on Sub-committee structure for non-signatory stakeholders
- Monthly Agenda – standing items
 - Welcome and Construction updates from City Executive Staff
 - Work progress
 - Forecast of construction activity
 - Apprenticeship reporting
 - Workforce needs – pipeline adequate? Any shortages?
 - Targeted hiring reports
 - Labor compliance issues
 - Safety
 - Sub-Committee Report
 - Old/Unfinished/New Business
 - Good of the Order



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Department of Finance and Administrative Services – Labor Equity

JAC meeting structure and Sub-Committee Integration

The JAC will maintain a standing monthly meeting and may call emergency meetings as needed to respond to project needs. The meeting standing agenda may be adjusted as needed by the committee to meet the project needs. The JAC will be made up of three (3) SDOT Project representatives and three (3) Labor representatives (one from each representative body), and be facilitated by FAS Labor Equity staff. The standing agenda of the JAC will include allotted time for a sub-committee report by a designated representative of the sub-committee and will acknowledge, receive and respond to issues brought to the JAC by the sub-committee.

The JAC Sub-Committee will maintain a standing monthly meeting to be convened separately from the standing JAC meeting with sufficient time to allow the work of the Sub-Committee to inform the JAC process (at least one week prior to JAC standing meeting). The JAC Sub-Committee will be made up of one (1) SDOT Project representative and one (1) Labor representative from the JAC, (1) GC/CM representative, (1) SDOT Equity representative and two (2) representatives from **each** recognized stakeholder group which includes Community organizations, General Contractors, Minority Contractors and Training providers.

The JAC Sub-Committee will be tasked with prioritizing project related issues it would like the JAC to review and/or act upon. The JAC Sub-Committee process will be a safe place to have candid dialogue about focused project issues which shall include issues related to project progress, data and reports of interest and/or reports requested by the Sub-committee. The JAC Sub-Committee shall designate one(1) non-voting representative to present the JAC with project related issues the Sub-Committee deems its priority at each JAC standing meeting. The Sub-Committee meetings shall not be limited in size as to audience, shall remain a neutral forum designed to raise issues of concern for stakeholders related to the Sea Wall Project and PLA, and be facilitated by FAS Labor Equity staff.

JAC Sub-Committee Expectations:

- SDOT Project Representative(s) needs to be involved so they can communicate any issues/solutions back to GC/CM
- The forum is designed to specifically address issues regarding Sea Wall in order to facilitate solutions proactively on Labor/Management issues and stakeholder project related concerns.
- Development of JAC Sub-Committee
 - A formal letter inviting appropriate organizations to appoint their representatives will be sent: include the date, time, location, purpose, agenda, etc.
 - Make it clear the City needs the attendee's support to make this a successful project
 - Labor Equity Program (LEP) will provide a separate notice to non-signatory stakeholders including those who have participated in the past (e.g. community groups, contractors, etc), and post on appropriate website
 - Provide Sub-committee structure for integration with JAC
 - Convened Monthly
- Monthly Agenda – standing items
 - Welcome and Construction updates from JAC representative(s) and GC/CM
 - Work progress
 - Forecast of construction activity
 - Apprenticeship reporting
 - Workforce needs – pipeline adequate? Any shortages?
 - Targeted hiring reports
 - Labor compliance issues
 - Safety
 - Report back from the designated Sub-Committee Representative on issues presented to the JAC and their related progress and/or actions.
 - Old/Unfinished/New Business
 - Good of the Order



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